

# City of Florida City

## JOB POSTING

NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS:

### **Emergency 911 Dispatcher (hourly)– Part-Time**

Florida City Police Dept. – Florida City, FL

Minimum age 19, High School Diploma. Qualifications include: typing, critical thinking, multi-tasking, good listening skills, prioritizing, organizational skills, team player and able to pass drug screen and criminal background check. Starting Pay: \$10.9896 hr

### **Records Secretary (hourly)- Full-Time**

Florida City Police Dept. – Florida City, FL

Minimum age 19, High School Diploma. Qualifications: typing, multi-tasking, good listening skills, prioritizing, organizational skills, team player and able to pass drug screen and criminal background check. Job duties: To perform a variety of clerical and administrative tasks in support of the Police Department including, but not limited to, entering and updating offense and accident reports, filing, typing, and preparing public records requests. Answer incoming non-emergency calls, and maintain accurate accounts of all reports. Starting Pay: \$12.00

Apply in person at Fl City Police Dept. 404 West Palm Drive, Florida City, FL or download application (must use Police Dept. Application).

Applications available for download at:

<http://floridacityfl.gov/FCPDApplication2013.pdf>

Send completed applications and resumes to: Cindy Lyle, Personnel Director  
404 West Palm Drive, Florida City, FL 33034 or via email  
([pdirector@floridacityfl.gov](mailto:pdirector@floridacityfl.gov))

Date of Opening: Sept. 27, 2013

Date of Closing: October 10, 2013

EOE/ DFWP